

NAME: \_\_\_\_\_



YEAR 2021-2022

\_\_\_ Fall-Due Aug. 10th \_\_\_ Spring-Due Dec. 10th \_\_\_ Summer-Due May 10

BUILDING: \_\_\_\_\_

**REQUEST FOR COLLEGE/UNIVERSITY  
2021-2022 COURSE APPROVAL**

**(A separate form is required for each course.)**

**COMPLETE BOXES: Certified Staff - Sections 1, 2, 3**

**Support Staff - Sections 1, 2, 4**

**ARTICLE VIII – COMPENSATION AND FRINGE BENEFITS**

**N. TUITION REIMBURSEMENT, SALARY SCHEDULE ADVANCEMENT AND WAIVERS**

**1.a.** *No more than 12 credit hours earned in any calendar year may be applied toward tuition reimbursement or advancement on the salary schedule.*

**1.d.** *Advancement on the salary schedule shall be awarded retroactively for all applications submitted with the required proof within 6 months of completed coursework. All other applications shall become effective upon submission of proof.*

**1. Approved Colleges and Universities for Certified and Support Staff: (Please circle one)**

- |  |   |  |
|--|---|--|
| <i>Augustana College</i>                         | <i>Illinois Institute of Technology</i> | <i>Roosevelt University</i>                      |
| <i>Aurora University</i>                         | <i>Illinois State University</i>        | <i>Saint Xavier University</i>                   |
| <i>Benedictine University</i>                    | <i>Lewis University</i>                 | <i>School of the Art Institute of Chicago</i>    |
| <i>Bradley University</i>                        | <i>Loyola University</i>                | <i>Southern Illinois University-Carbondale</i>   |
| <i>Chicago School of Professional Psychology</i> | <i>McKendree University</i>             | <i>Southern Illinois University-Edwardsville</i> |
| <i>Chicago State University</i>                  | <i>Millikin University</i>              | <i>Trinity Christian College</i>                 |
| <i>Columbia College Chicago</i>                  | <i>National Louis University</i>        | <i>Trinity International University</i>          |
| <i>Concordia University</i>                      | <i>North Central College</i>            | <i>University of Chicago</i>                     |
| <i>DePaul University</i>                         | <i>Northeastern Illinois University</i> | <i>University of Illinois-Champaign/Urbana</i>   |
| <i>Dominican University</i>                      | <i>Northern Illinois University</i>     | <i>University of Illinois-Chicago</i>            |
| <i>Eastern Illinois University</i>               | <i>North Park University</i>            | <i>University of Illinois-Springfield</i>        |
| <i>Elmhurst College</i>                          | <i>Northwestern University</i>          | <i>University of St. Francis</i>                 |
| <i>Erikson College</i>                           | <i>Olivet Nazarene University</i>       | <i>VanderCook College of Music</i>               |
| <i>Governors State University</i>                | <i>Quincy University</i>                | <i>Western Illinois University</i>               |
| <i>Greenville College</i>                        | <i>Rockford University</i>              | <i>Wheaton College</i>                           |

**OTHER:** \_\_\_\_\_

*Complete proposal Form*

*Approved through Communication Committee Process*

**Junior Colleges-Support Staff Only (Please circle one)**

- |  |                                       |   |
|--|---------------------------------------|---|
| <i>Carl Sandburg Community College</i> | <i>Lincoln Land Community College</i> | <b>OTHER:</b> _____                                     |
| <i>Heartland Community College</i>     | <i>Parkland Community College</i>     | <i>Complete proposal Form</i>                           |
| <i>Illinois Central College</i>        | <i>Spoon River Community College</i>  | <i>Approved through Communication Committee Process</i> |

**Course Name:** \_\_\_\_\_

**(A separate course approval form is required for each course.)**

**Is this course part of a cohort? Yes or No (Please circle one)**

**Course Number:** \_\_\_\_\_ **Online Course (Yes or No)** \_\_\_\_\_ **# Credit Hours:** \_\_\_\_\_

**Date Course Work Begins:** \_\_\_\_\_ **Date of Completion:** \_\_\_\_\_

**Currently enrolled in Masters or Doctorate Program (Yes or No)** \_\_\_\_\_

**2. CERTIFIED AND SUPPORT STAFF:**

**ARTICLE VIII – COMPENSATION AND FRINGE BENEFITS**

**N. TUITION REIMBURSEMENT, SALARY SCHEDULE ADVANCEMENT AND WAIVERS**

**2. Certified Staff**

a. All hours of credit for tuition reimbursement, tuition waiver, or for advancement on the salary schedule shall be earned from either a state university in Illinois or an institution identified on a list to be set by the Communications Committee and must meet one of the following conditions:

- i. Completed courses that the awarding college or university will accept in an accredited graduate program.
- ii. Completed courses that the Illinois State Board of Education will accept toward licensure under NCLB requirements

**The following course is-**

(Please check)

\_\_\_\_\_ INCLUDED IN AN ACCEPTED GRADUATE DEGREE PROGRAM, and/or

\_\_\_\_\_ ACCEPTED TOWARD CERTIFICATION AS HIGHLY QUALIFIED UNDER NCLB

**3. SUPPORT STAFF ONLY:**

**ARTICLE VIII – COMPENSATION AND FRINGE BENEFITS**

**N. TUITION REIMBURSEMENT, SALARY SCHEDULE ADVANCEMENT AND WAIVERS**

**3. Support Staff**

a. All hours of credit for tuition reimbursement shall be earned from either a state university or junior college in Illinois or an institution or junior college identified on a list to be set by the Communications Committee and must meet one of the following conditions:

- i. Completed courses that improve skills related to the Support Staff member’s assignment or job description.
- ii. Completed courses that the awarding junior college or university shall apply towards an associate degree in education or bachelor’s degree in education.

**The following course -**

(Please check)

\_\_\_\_\_ APPLIES TOWARDS AN ASSOCIATE DEGREE OR BACHELORS DEGREE IN EDUCATION

\_\_\_\_\_ RELATES TO MY ASSIGNMENT OR JOB DESCRIPTION

BELOW LINE FOR OFFICE USE ONLY:

**Building Principal Submission**

Course approval request submitted to Director of Human Resources

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date Submitted to DHR

**Director of Human Resources Approval**

The above request is approved.

Waiver

Tuition Reimbursement

The above request is denied.

\_\_\_\_\_ Form submitted after deadline.

\_\_\_\_\_ Already at 12 credit hour/calendar year limit.

Other \_\_\_\_\_

\_\_\_\_\_  
Director of Human Resources

